



California Department of Public Health
ADMINISTRATION DIVISION
INFORMATION MEMORANDUM

NUMBER: CDPH 14-43-AI
DATE: July 30, 2014
TO: CDPH Section Chiefs & Above
FROM: *Annemarie Reno, Chief*
Accounting Section
Financial Management Branch
SUBJECT: Approved Indirect Cost Rate Agreement - Fiscal Year (FY) 2014-2015

The purpose of this Administration Information Memorandum is to provide California Department of Public Health (CDPH) staff with information regarding our approved Indirect Cost Rate Agreement for FY 2014-2015.

Our Indirect Cost Rate Proposal for FY 2014-2015 has been approved by the U.S. Department of Agriculture (USDA), which is effective from 07/01/2014 – 06/30/2015 for all public health programs and locations. The approved fixed rate of 19.6% consists of 11.0% Departmental Overhead (includes 1% for a prior year roll forward) and 8.6% SWCAP (Statewide Cost Allocation Plan).

This Agreement reflects an understanding reached between CDPH and the USDA Food and Nutrition Service (FNS), Grants and Fiscal Policy Division, concerning the rate which may be used to support our claims for indirect costs on grants and contracts with the Federal Government.

If you have any questions or need assistance please contact Bo Chen, Accounting Section, via email at Bo.Chen@cdph.ca.gov or by phone at (916) 552-8505.

cc: Alan Lum
Deputy Director, Administration

Dave Cornejo
Chief, Financial Management Branch

TOTAL PROPOSED PROGRAM COSTS

i. TOTAL DIRECT COSTS (sum of a-h)	\$356,265
j. TOTAL INDIRECT COSTS [(base+fringe)x(19.6%)]	\$22,396
k. TOTAL PROPOSED COSTS (sum of i+j)	\$378,661
FEDERAL FUNDS REQUESTED	\$192,000
PERCENTAGE FEDERAL SHARE OF TOTAL PROPOSED COSTS	50.7%
RECIPIENT (CDPH) SHARE OF TOTAL PROPOSED COSTS	\$186,661
PERCENTAGE RECIPIENT (CDPH) SHARE OF TOTAL PROPOSED COSTS	49.3%

\$550.	
c. TRAVEL TOTAL:	\$9,400

d. EQUIPMENT (N/A)

e. SUPPLIES

ITEM	NUMBER	COST/UNIT	TOTAL
Radon Screening Survey:			
(1) Mailing list and parcel data.	One county	\$4,000	\$4,000
(2) Recruitment/educational information, duplication and postage.	15,000	0.91	\$13,650
(3) Test Kits	1,900	\$7.25	\$13,775
Outreach and Education:			
(1) Test Kits for bulk general and Tribal distribution	2,200	\$6.95	\$15,290
(2) Outreach Materials and Distribution	TBD	TBD	\$9,885
e. SUPPLIES TOTAL			\$56,600

f. CONTRACTUAL

ITEM	PROCUREMENT METHOD	TOTAL
California Geological Survey (CGS) contract for developing GIS derived maps & reports from screening survey data.	Interagency Agreement	\$120,000
f. CONTRACTUAL TOTAL		\$120,000

g. CONSTRUCTION (N/A)

h. OTHER

ITEM	PROCUREMENT METHOD	TOTAL
(1) California Geological Survey (CGS) provides staff hours in radon related work with a minimum of \$50,000 in-kind funding for each year of contract	Interagency Agreement	\$50,000
(2) County government participation in regional screening surveys, to include County-generated notifications, meetings, and outreach.	Service Order	\$6,000
h. OTHER TOTAL	Service Order	\$56,000

BUDGET DETAIL INFORMATION (SECTION B TOTALS)

a. PERSONNEL

CDPH POSITION	NUMBER	SALARY	WORK YEARS	AMOUNT
Senior Environmental Scientist	1	\$78,900	1	\$78,900
a. PERSONNEL TOTAL				\$78,900

b. FRINGE BENEFITS

BASE	\$78,900
RATE	44.823%
b. FRINGE BENEFITS TOTAL	\$35,365

c. TRAVEL

TRAVEL EXPENSES	AMOUNT
(1) NATIONAL RADON TRAINING CONFERENCE, September 2015. Out of state travel for one person.	\$1,850
(2) County Environmental Health Fairs and Public Events, statewide.	\$6,000
(3) Radon Measurement Training at the Western Regional Training Center, August 4-5. Out of state travel for one person.	\$1,550
Explain:	
(1) Indoor Radon Program Manager attending National Radon Training Conference as required per the SIRG. Travel total includes Airfare - \$650; Conference Registration \$450; Lodging Meals \$750.	
(2) Indoor Radon Program Manager attending County Public Health Fairs and Public Events. Travel total includes anticipated average mileage, per diem, and registration costs for up to ten events statewide.	
(3) Indoor Radon Program Manager attending Training at Western Regional Training Center in Colorado Springs, CO. Travel total includes Airfare - \$500; Registration \$500; Lodging and meals	

The 2015 Radon Outreach and Education program will develop and distribute new outreach materials, in addition to distributing existing EPA publications. Materials will be developed and targeted to specific groups, including students, home owners, realtors, and construction industry professionals. The Outreach Program will include participation in county health fairs, technical panels, State Scientist Day, and public forums. Extensive statewide travel is anticipated. Based on anticipated test kits costs, the Program will launch a pilot voucher program with its partner laboratory for California residents to order free test kits. The Program will develop partnerships with local public agencies, state and federal entities, and non-profit organizations to distribute free test kits and to publish print and radio public service announcements that direct California residents to the \$7.95 test kits that can be purchased online or by calling a toll free telephone number.

The Program will partner with tribal governments and federal entities to promote radon testing on tribal lands. The Program anticipates implementing tribal outreach in concert with the Housing and Urban Development Office of Public and Indian Housing. The Program is currently working to distribute test kits directly to tribal officers for distribution to tribal residents, and will increase efforts in 2015.

Training

Mandatory participation in the annual National Radon Training Conference sponsored by EPA every October and subsequent conference in 2015. The conference serves as the forum for SIRG program managers to receive training, exchange program information, coordinate action on radon and confer with industry representatives and EPA staff. The conference is a requirement of the grant and costs are paid for by the grant.

Mandatory participation in Radon Measurement Training at the Western Regional Training Center in Colorado Springs, Colorado. This course is essential to the job duties of the Radon Program Manager. In order to complete an effective outreach program, the Program Manager must be familiar with current industry practices and with the technical requirements of the Radon service providers which the Program Manager is responsible for certifying.

the \$7.95 test kits that can be purchased online or by calling a toll free telephone number, 3) increasing awareness of radon as a naturally occurring environmental health hazard.

Indoor Radon Program Website

The Program will continue to maintain the CDPH Indoor Radon Program website. The website is monitored daily and any critiques of the site will be addressed as soon as possible. The service providers and statewide test results databases are updated at least twice quarterly.

In 2015 the Program will undertake the following: 1) review and restructure the presentation of material and links for each of the Program web pages, 2) create a certificate expiration and a registration requirements notification message to post online and for transmittal by email or form letter to service providers, 3) develop an enforcement action notice for posting online to alert the public and service providers when service providers are in violation of certification and/or contractor license requirements, 4) work with mitigators to obtain information on mitigations and to create a new link within the website to display these mitigations, 4) post interactive materials and video promoting radon awareness.

Indoor Radon California Radon Database

The Program will continue to update and maintain the State of California Radon Test Results Database. Currently, the data available to the public contains records through 2010. In 2015, the Program will publish the most available records and present them in a more user-friendly format.

Radon Potential Maps and Reports

The Program will continue working with the California Geological Survey (CGS) in the publication of radon potential maps and reports for previously conducted radon screening surveys. These maps contain the three zones representing where high, medium and low potentials for radon exist.

In 2015-2016 the Program and CGS will target completion of radon potential maps and reports for the following screening survey areas: Orange County, Tulare County, and San Mateo County.

Radon Resistant New Construction and Industry Partnerships

The Program will promote radon resistant new construction (RRNC) techniques in new homes and schools and utilize the plan to educate local governments and residents in known high radon potential (high-risk) areas about the benefits of RRNC. The Program will partner with technological and professional industry organizations to promote radon-resistant new construction and encourage contractors to become certified radon mitigators. The Program will develop a registry of construction firms which voluntarily incorporate radon-resistant new construction in their designs. This registry will be proactively distributed by the Program to local development authorities, especially when new housing developments or schools are proposed for construction.

Outreach and Education

WORKPLAN

State Indoor Radon Grant (SIRG) 25th Year 2015

BACKGROUND

The California Department of Public Health (CDPH) has conducted an Indoor Radon Program (Program) for twenty-three years with matching SIRG funds from the United States, Environmental Protection Agency (EPA). The Program is within the Division of Drinking Water and Environmental Management, Environmental Management Branch, and is staffed by one Environmental Scientist administering the program on a statewide basis.

Goals and Objectives

The goal of the Program is to reduce human exposure to radon in residential and school structures through resources and objectives that educate California residents about radon and its risks, encourage residents to have their homes and schools tested, mitigate their homes and schools when indoor air radon concentrations are at or above 4 picoCuries per liter (pCi/L), and to build radon resistant homes and schools in high radon potential areas.

Program Activities

Work Phases 2015 and 2016.

County-Regional Screening Survey

The Program will continue its annual county-regional screening surveys. For 2015 the Program will focus on the Pacific Coast Range Mountains, a section of which was previously screened in the San Mateo County survey. The focus will now be specific portions of Santa Clara County.

The purpose of the survey is to educate residents about the risks of radon and to test their homes, identify areas of high radon potential, produce a detailed radon potential map and report of the region, and add test results to the statewide database that is available to the public on the Program website.

Staff will work with local government officials to structure a survey that will require the following: 1) setting and measuring test results goals, 2) creating a digital mailing list sorted by county, geologic unit and owner occupied residential dwellings (recruit), 3) creating a form letter with the plan description and radon education information, 4) offering a free short term test kit to each recruit willing to participate in the survey (supply is limited), and 5) offering all residents the option to purchase a test kit for \$7.95 with analysis and shipping charges included.

National Radon Action Month

Implement radon awareness outreach activities in January that will educate residents on the health risks associated with radon and encourage them test their homes. Activities will include: 1) promoting January as "National Radon Action Month," on the Program website, through Twitter and facebook links on the CDPH website, 2) directing California residents to

SECTION C - NON-FEDERAL RESOURCES				
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8. <div style="border: 1px solid black; padding: 2px;">SIRG</div>	\$ <div style="border: 1px solid black; padding: 2px;">136,661.00</div>	\$ <div style="border: 1px solid black; padding: 2px;"></div>	\$ <div style="border: 1px solid black; padding: 2px;">50,000.00</div>	\$ <div style="border: 1px solid black; padding: 2px;">186,661.00</div>
9. <div style="border: 1px solid black; height: 20px;"></div>	<div style="border: 1px solid black; height: 20px;"></div>	<div style="border: 1px solid black; height: 20px;"></div>	<div style="border: 1px solid black; height: 20px;"></div>	<div style="border: 1px solid black; height: 20px;"></div>
10. <div style="border: 1px solid black; height: 20px;"></div>	<div style="border: 1px solid black; height: 20px;"></div>	<div style="border: 1px solid black; height: 20px;"></div>	<div style="border: 1px solid black; height: 20px;"></div>	<div style="border: 1px solid black; height: 20px;"></div>
11. <div style="border: 1px solid black; height: 20px;"></div>	<div style="border: 1px solid black; height: 20px;"></div>	<div style="border: 1px solid black; height: 20px;"></div>	<div style="border: 1px solid black; height: 20px;"></div>	<div style="border: 1px solid black; height: 20px;"></div>
12. TOTAL (sum of lines 8-11)	\$ <div style="border: 1px solid black; padding: 2px;">136,661.00</div>	\$ <div style="border: 1px solid black; padding: 2px;"></div>	\$ <div style="border: 1px solid black; padding: 2px;">50,000.00</div>	\$ <div style="border: 1px solid black; padding: 2px;">186,661.00</div>

SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ <div style="border: 1px solid black; padding: 2px;">192,000.00</div>	\$ <div style="border: 1px solid black; padding: 2px;">192,000.00</div>	\$ <div style="border: 1px solid black; padding: 2px;"></div>	\$ <div style="border: 1px solid black; padding: 2px;"></div>	\$ <div style="border: 1px solid black; padding: 2px;"></div>
14. Non-Federal	\$ <div style="border: 1px solid black; padding: 2px;">186,661.00</div>	<div style="border: 1px solid black; padding: 2px;">186,661.00</div>	<div style="border: 1px solid black; padding: 2px;"></div>	<div style="border: 1px solid black; padding: 2px;"></div>	<div style="border: 1px solid black; padding: 2px;"></div>
15. TOTAL (sum of lines 13 and 14)	\$ <div style="border: 1px solid black; padding: 2px;">378,661.00</div>	\$ <div style="border: 1px solid black; padding: 2px;">378,661.00</div>	<div style="border: 1px solid black; padding: 2px;"></div>	<div style="border: 1px solid black; padding: 2px;"></div>	<div style="border: 1px solid black; padding: 2px;"></div>

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT				
(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16. <div style="border: 1px solid black; padding: 2px;">SIRG</div>	\$ <div style="border: 1px solid black; padding: 2px;"></div>	\$ <div style="border: 1px solid black; padding: 2px;">192,000.00</div>	\$ <div style="border: 1px solid black; padding: 2px;">192,000.00</div>	\$ <div style="border: 1px solid black; padding: 2px;"></div>
17. <div style="border: 1px solid black; height: 20px;"></div>	<div style="border: 1px solid black; height: 20px;"></div>	<div style="border: 1px solid black; height: 20px;"></div>	<div style="border: 1px solid black; height: 20px;"></div>	<div style="border: 1px solid black; height: 20px;"></div>
18. <div style="border: 1px solid black; height: 20px;"></div>	<div style="border: 1px solid black; height: 20px;"></div>	<div style="border: 1px solid black; height: 20px;"></div>	<div style="border: 1px solid black; height: 20px;"></div>	<div style="border: 1px solid black; height: 20px;"></div>
19. <div style="border: 1px solid black; height: 20px;"></div>	<div style="border: 1px solid black; height: 20px;"></div>	<div style="border: 1px solid black; height: 20px;"></div>	<div style="border: 1px solid black; height: 20px;"></div>	<div style="border: 1px solid black; height: 20px;"></div>
20. TOTAL (sum of lines 16 - 19)	\$ <div style="border: 1px solid black; padding: 2px;"></div>	\$ <div style="border: 1px solid black; padding: 2px;">192,000.00</div>	\$ <div style="border: 1px solid black; padding: 2px;">192,000.00</div>	\$ <div style="border: 1px solid black; padding: 2px;"></div>

SECTION F - OTHER BUDGET INFORMATION	
21. Direct Charges: <div style="border: 1px solid black; padding: 2px;">356265</div>	22. Indirect Charges: <div style="border: 1px solid black; padding: 2px;">22396</div>
23. Remarks: <div style="border: 1px solid black; padding: 2px;">indirect cost rate is currently 19.6%</div>	

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
	SIRG				
a. Personnel	\$	78,900.00	\$		78,900.00
b. Fringe Benefits		35,365.00			35,365.00
c. Travel	9,400.00				9,400.00
d. Equipment					
e. Supplies	56,600.00				56,600.00
f. Contractual CGS	120,000.00				120,000.00
g. Construction					
h. Other	6,000.00	50,000.00			56,000.00
i. Total Direct Charges (sum of 6a-6h)	192,000.00	164,265.00			356,265.00
j. Indirect Charges		22,396.00			22,396.00
k. TOTALS (sum of 6i and 6j)	\$ 192,000.00	\$ 186,661.00	\$	\$	\$ 378,661.00
7. Program Income	\$	\$	\$	\$	\$

Authorized for Local Reproduction

Standard Form 424A (Rev. 7- 97)
Prescribed by OMB (Circular A -102) Page 1A

MATCH FROM CGS

BUDGET INFORMATION - Non-Construction Programs

OMB Number: 4040-0006

Expiration Date: 06/30/2014

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. SIRG	66.032	\$	\$	\$ 192,000.00	\$ 186,661.00	\$ 378,661.00
2.						
3.						
4.						
5. Totals		\$	\$	\$ 192,000.00	\$ 186,661.00	\$ 378,661.00

Application for Federal Assistance SF-424**16. Congressional Districts Of:*** a. Applicant * b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:* a. Start Date: * b. End Date: **18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="192,000.00"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text" value="186,661.00"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="378,661.00"/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- ☐ a. This application was made available to the State under the Executive Order 12372 Process for review on
- ☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☒ c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**☐ Yes ☒ No

If "Yes", provide explanation and attach

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:

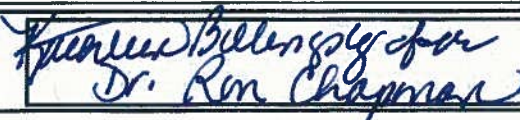
Middle Name:

* Last Name:

Suffix:

* Title: * Telephone Number: Fax Number: * Email:

* Signature of Authorized Representative:



* Date Signed:

Application for Federal Assistance SF-424

* 9. Type of Applicant 1: Select Applicant Type:

A: State Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

* 10. Name of Federal Agency:

United States Environmental Protection Agency

11. Catalog of Federal Domestic Assistance Number:

66.032

CFDA Title:

State Indoor Radon Grants

* 12. Funding Opportunity Number:

* Title:

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

* 15. Descriptive Title of Applicant's Project:

State Indoor Radon Program

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

*** 1. Type of Submission:**

- ☐ Preapplication
☒ Application
☐ Changed/Corrected Application

*** 2. Type of Application:**

- ☐ New
☒ Continuation
☐ Revision

*** If Revision, select appropriate letter(s):**

*** Other (Specify):**

*** 3. Date Received:**

12/11/2014

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

X1-979486140

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

*** a. Legal Name:** State of California

*** b. Employer/Taxpayer Identification Number (EIN/TIN):**

74-3204993

*** c. Organizational DUNS:**

7991506150000

d. Address:

*** Street1:** 1616 Capitol Ave MS 7404

Street2: PO Box 997377

*** City:** Sacramento

County/Parish:

*** State:** CA: California

Province:

*** Country:** USA: UNITED STATES

*** Zip / Postal Code:** 95899-7377

e. Organizational Unit:

Department Name:

Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: *** First Name:** Mark

Middle Name:

*** Last Name:** Jeude

Suffix:

Title: Chief, Environmental Health Services Section

Organizational Affiliation:

*** Telephone Number:** 916-449-5693

Fax Number: 916-449-5665

*** Email:** mark.jeude@cdph.ca.gov